



Common Errors in MEDS

MiMEP COE Approvers

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Special Populations Conference 2014

Purpose

- Provide support on common 2013-14 errors in order to improve accuracy
- Improve accuracy in PFS & LEP determinations

District Info Tab

District Info

Eligibility

Parent Data

Children Data

Enrollment

Approval

Errors

COE Number:

51251

Date Completed/Updated:

09/04/2013

Migrant Program:

MDE Admin

COE Approval Date:

*Residing School District:

Belding Area School District

*Date Entered Michigan:

06/07/2008

*Date Entered District:

09/01/2012

*Parent Signature Date:

9/1/2012

View the [MEDS FERPA Statement](#).

*Recruiter Signature Date:

9/1/2012

*Director Signature Date:

9/4/2012

View the [MEDS Eligibility Data Certification Statement](#).

PLEASE PUT COE NUMBER
ON ALL DOCUMENTS YOU
EMAIL OR FAX TO US.

District Information Tab

- Make sure migrant program and residing district are correct. These can be 2 different districts.
- Parent and recruiter signatures dates must match indicating an interview took place.
- COEs must be updated on a yearly basis if students are in your district for more than one year.

Qualifying Arrival Date (QAD) Data

*Move to Enable:

Felipe Antonio Gomez Salazar

to Obtain Employment

First Name Last Name of worker

*Relationship to Children:

Parent

*Moved from:

Sparta

MI

Sparta School District

*Moved to:

Belding

MI

Belding Area School District

Intrastate Agri.

City

State

District

MS Family

*Employment Info:

Employment duration



Seasonal Employment



Temporary Employment

Qualified Employment



Agricultural Related



Fishing Related

Eligibility Tab

*Child(ren) Moved:

Child(ren) moved



With



To join



On his/her own

The worker moved due to economic necessity in order to obtain:

*The worker moved due to economic necessity in order to obtain:



qualifying work, and obtained qualifying work, OR



any work, and obtained qualifying work, OR



qualifying work specifically, but did not obtain the work. If the worker did not obtain the qualifying work:

What evidence suggests the worker sought to obtain qualifying work?

[\(complete Eligibility Comments below\)](#)

The worker has a prior history of moves to obtain qualifying work OR



There is other credible evidence that the worker actively sought qualifying work soon after the move but, for reasons beyond the worker's control, the work was not available

Eligibility Comments:

Mr. Gomez has worked previously in 5 locations in MI as well as in agriculture in MX, TX, NJ and FL.

Qualifying Activity:

Seeking Qualifying Work

Work Site:

SQW

Current Employment

*Work Phone (999-999-9999)

999-999-9999

Eligibility Tab

- **Move to** enable – must match parent/guardian/child name; check spelling also
- **Moved from** must match moved from address
- Inter-state = move is from **out of** state
- Intra-state = move is **within** state
- PLEASE DOUBLE CHECK!!!!

Eligibility Tab, continued

- **Milking cows**

is **ALWAYS** temporary and **agriculture-related** if it is qualifying work.

Why???

Because if it is not temporary, it doesn't qualify!

Eligibility Tab, continued

- If you pick bullet three,
“qualifying work specifically, but did not obtain work”
a box pops up with 2 choices:
 - **history:** need an actual description of the history
 - **other credible evidence** – e.g., bad crops, work not available, waiting for work to be available:
where did they apply that demonstrates sought agricultural work?

Parent Data Tab

District Info

Eligibility

Parent Data

Children Data

Enrollment

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Errors

Home Based Residency:

Street	City	State	Zip	District
<input type="text" value="3693 Coronado Real"/>	<input type="text" value="San Antonio"/>	<input type="text" value="TX"/>	<input type="text" value="78201"/>	<input type="text" value="San Antonio Public Schools"/>

Parent - Guardian Data:

Legal Father			Legal Mother		
<input type="text" value="Gomez Salazar"/>	<input type="text" value="Felipe"/>	<input type="text" value="A"/>	<input type="text" value="Hinojosa"/>	<input type="text" value="Andrea"/>	<input type="text"/>
Last Name	Legal Father: Last Name	Initial	Last Name	First Name	Initial
Current Male Guardian			Current Female Guardian		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Last Name	First Name	Initial	Last Name	First Name	Initial

Moved From Address:

Street	City	State	Zip	Date Left
<input type="text" value="2673 Sparta Ave"/>	<input type="text" value="Sparta"/>	<input type="text" value="MI"/>	<input type="text" value="48945"/>	<input type="text" value="09/01/2012"/>

Moved To Address:

*Street	*City	*State	*Zip	*County
<input type="text" value="3487 Rte. 12"/>	<input type="text" value="Belding"/>	<input type="text" value="MI"/>	<input type="text" value="48935"/>	<input type="text" value="Oceana"/>

Current Phone (999-999-9999)	Work Phone (999-999-9999)	Work Site
<input type="text" value="999-999-9999"/>	<input type="text" value="999-999-9999"/>	<input type="text" value="SQW"/>

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Parent Data Tab

- **Legal father/mother** – biological or adoptive
 - If parent to one child but guardian to one or more children, put note in comment box

Parent Data Tab, continued

- **Moved from** address must match the qualifying moved from address on the Eligibility tab
- **Moved to** address must match the qualifying to moved
- **Date left** be sure to update this field when family returns or COE is rolled over

Children Data Tab

Show Student:

Gomez Hinojosa, Roberto Carlos - bd 6/6/2012



New Student

Remove Student

Child(ren) Data

*Last Name 1

Last Name 2

*First Name

Middle Name

Sfx

*Ethnic Group

Gomez

Hinojosa

Roberto

Carlos



*Birthdate

*Gender

*Place of Birth

*Multiple Birth Flag

06/06/2012

M

Sparta

MI

Not a multiple birth

City or County

State

- 1 - American Indian/Alaskan Native
- 2 - Asian American
- 3 - Black or African American
- 4 - Native Hawaiian/Pacific Islander
- 5 - White
- 6 - Hispanic or Latino

*Birth Verification Type:

Birth Certificate

Student ID

Student UIC

MSIX ID

Eligibility Expiration Date

Status

91159

09/01/2015

Pre-K

Special Needs:

*IEP Assessment:

No

IEP Date:



Pending

☐ Special Education:

Disclosure Date:



Pending

☒ Special Health Needs:

Disclosure Date: 9/4/2012



Pending

*Medical Alert

Chronic

Medical Condition

asthma

*Immunization Records:

Yes



mcir.org

*Primary Language:

Spanish

This is not an actual COE. It was created for demonstration.

Children Data Tab

Show Student:

Gomez-Hinojosa Jr., Felipe Antonio - bd 5/12/1995



GO

New Student

Remove Student

Child(ren) Data

*Last Name 1

Last Name 2

*First Name

Middle Name

Sfx

*Ethnic Group

Gomez-Hinojosa

Felipe

Antonio

Jr.



1 - American Indian/Alaskan Native

2 - Asian American

3 - Black or African American

4 - Native Hawaiian/Pacific Islander

5 - White

6 - Hispanic or Latino

*Birthdate

*Gender

*Place of Birth

*Multiple Birth Flag

05/12/1995

M



Hidalgo

NL



Not a multiple birth



City or County

[State](#)

*Birth Verification Type:

Passport



Student ID

Student UIC

MSIX ID

Eligibility Expiration Date

Status

91160

09/01/2015

K-12



Special Needs:

*IEP Assessment:

Yes



IEP Date:

10/12/2011



☐ Pending

☒ Special Education:

Disclosure Date:



☒ Pending

☒ Special Health Needs:

Disclosure Date:

9/4/2013



☐ Pending

*Medical Alert

Acute



Medical Condition

bee stings

*Immunization Records:

Yes



mcir.org

*Primary Language:

Spanish



For Grades 9-12 only

Anticipated Graduating District

Out of State District

[State](#)

Designated Graduation School

Out of State



Unknown

TX



This is not an actual COE. It was created for demonstration.

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Children Data Tab

- Make sure names match in MEDS/MSDS.
Example – Middle Name is Hortencia, write name out, do not use initial “H”
- Make sure UIC in MEDS matches local district’s UIC
- Make sure you double check whether Last Name is hyphenated or has 2 last names
- Double check the birthday

Children Data Tab, continued

- **Birth Verification** – if you pick “**Other**”:
 - parent statement; put that under parent affidavit
 - if grandparent verified, check other and put grandparent
 - if no identification, as in case of OSY worker, contact your MiMEP COE Approver.

Children Data Tab, continued

A CAUTION – **DO NOT** threaten to withhold migrant services if parents refuse to let you see or make a copy of the birth certificate. Instead, explain the benefits of being able to verify records.

Children Data Tab, continued

- Check the manual to choose appropriate status connected to the Enrollment Tab.
- Check the manual for choosing UG, OS, K-12, PS, etc. and for definitions.
- Match them up!!!!

Children Data Tab, continued

- Special Needs box
 - Check disclosure dates, IEP dates – if more than a year old, check into this and update as needed.
- Medical alert –
 - chronic – ongoing (Asthma)
 - acute – life-threatening (Terminal Cancer)
- Wearing glasses, hearing aids are NOT medical conditions. This information should be added to the comment box.

Child Data Tab, continued

Primary Language

- Most district home language surveys contain two questions:
 - **What is the primary home language?**
 - What is the student's native (first) language?
- Paper COE's only ask the primary language.
- If there is an additional language in the house and/or the parent has answered the district home language survey enrollment questions with a language other than English, that language must be reported in MEDS.

Child Data Tab:

*Primary Language:

Spanish

Children Data Tab, continued

COS – Continuation of Services

- COS #1– eligibility expiration date ends in the middle of the term; *duration of term*
- COS #2 – serving for an additional year
- COE #3 – credit accrual- secondary students only

Note: Comparable services are not available.

Children Data Tab, continued

COS – Continuation of Services

- Possible Sample—

Child's eligibility expires on 4/5/2014.

- COS #1 for duration of term for RM.
- COS #2 for summer 2014 SC term.
- COS #2 for an additional year for 2014-15 RM.
- **NO** Summer 2015.

Children Data Tab, continued

COS – Continuation of Services

- Possible Sample—

Child's eligibility expires on 6/18/2014.

- COS #1 for summer 2014 SC duration of term.
- COS #2 for an additional year for 2014-15 RM.
- COS #2 for 2015 SC term completing the additional year.

Children Data Tab, continued

COS – Continuation of Services

- Possible Sample– Caveat #3

Child is a high school student struggling with credit accrual.

Child's eligibility expires on 6/18/2014.

- COS #1 for summer 2014 SC term.
- COS #2 for an additional year for 2014-15 RM.
- COS #2 for 2015 SC term.
- **COS #3 CONTACT YOUR MIMEP COE APPROVER!**

Documentation will be required.

Children Data Tab, continued

COS – Continuation of Services

- Possible Sample—

Child's eligibility expires on 3/10/2014.

- _____ for 2013-14 RM.
- _____ for summer 2014 SC term.
- _____ for 2014-15 RM.
- _____ Summer 2015.

Enrollment Tab

District Info Eligibility Parent Data Children Data **Enrollment** Approval Errors

Show Student:

Gomez Hinojosa, Roberto Carlos - bd 6/6/2012

Director Signature Date:

09/04/2012

Enrollment District:

Belding Area School District

Date Entered District:

09/01/2012

Program Enrollment

[Show out of district enrollments](#)

*Building	*Gr	*Res Date	*QAD	*Prog	*Enroll Date	Withdraw Date	Days Enroll	Days Pres	*Service Type	Title 1 Part C Only	*LEP Eligible Test Date	Enroll Comments Only
Woodview Elementary School	P0	9/1/2012	9/1/2012	ID	9/4/2012	6/12/2013			NPFS		No	Edit Delete

District Info Eligibility Parent Data Children Data **Enrollment** Approval Errors

Show Student:

Gomez-Hinojosa Jr., Felipe Antonio - bd 5/12/1995

Director Signature Date:

09/04/2012

Enrollment District:

Belding Area School District

Date Entered District:

09/01/2012

Program Enrollment

[Show out of district enrollments](#)

*Building	*Gr	*Res Date	*QAD	*Prog	*Enroll Date	Withdraw Date	Days Enroll	Days Pres	*Service Type	Title 1 Part C Only	*LEP Eligible Test Date	Enroll Comments Only
Belding High School	12	9/1/2012	9/1/2012	RM	9/4/2012	12/20/2012	45	45	PFS	Any Inst Svcs	Yes 9/4/2012	Edit Delete

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Enrollment Tab

- Make sure enrollment district matches the MEP
(true for most cases; ALL school of choice are 3%'ers)
- Grade – check P0-P5
- When students return and they have had a birthday in the interim, BOTH fall, spring and summer grades must match.
- Make sure you select the right program ID, SC, RM).
Once you select the wrong program, there's another process that has to take place to make the change.
- If ID and a service type are chosen, they must be getting those services. (Add note to comment box.)

Enrollment Tab, continued

- Enrollment date – MUST be on or after the director signature date.
- Service type – if you select PFS, please be sure you have the documentation (PFS guidance & template found on the Migrant Title IC Website)

Enrollment Tab, continued

Enrollment comments –

- *repeated a grade*
- *student obtained sufficient credits to move from 9th grade to 11th grade this year*
- *started 4th grade in Michigan; 3rd when returned to Florida (FCAT)*

P le st e	Enroll Comments Only	
012	Left to return to TX to finish HS	Edit Delete

Enrollment Comment?

YES OR NO?

Enrollment Tab, continued

LEP Eligibility Reporting

LEP Assessed YES/NO is renamed

LEP Eligible YES/NO

LEP determinations are made following the Entrance and Exit Protocol found on the Title III, English Learners Webpage.

The screenshot shows a web form with several fields. A yellow circle highlights the field labeled '*LEP Assessed Date'. A callout box points to this field with the text 'Change to: LEP Eligible'. Another yellow circle highlights a dropdown menu currently set to 'No'. To the right, there is a section titled '*LEP Eligible Test Date' with 'Update' and 'Cancel' buttons below it.

*Service Type	Title I Part C Only	*LEP Assessed Date	Enroll Cor Only
Bi-Nat'l Counsel			
FLEP			
FM			
Homeless			
Immigrant			
NPFS			
PFS			
PFS-M			
Sec 31-a			
Sec 41			

Any Inst Svcs
Math Inst Svcs
Read Inst Svcs
Credit Accrual
Counsel
Support Svcs
Referred Svcs

No

*LEP Eligible Test Date

Update
Cancel

[http://michigan.gov/documents/mde/Entrance_and_Exit Protocol_10.30.12_402532_7.pdf?20130813144008](http://michigan.gov/documents/mde/Entrance_and_Exit_Protocol_10.30.12_402532_7.pdf?20130813144008)

Enrollment Tab, continued

LEP Eligibility Reporting

- Migrant students are not rescreened on the WIDA W-APT (formerly ELPA Screening) each year. Use alternative diagnostic and monitoring assessments. See Michigan's Entrance and Exit Protocol *updated September 2013* for a list of approved assessments.

The screenshot displays a web-based form for LEP Eligibility Reporting. The form is divided into several sections. The top section, titled "Change to:", contains a dropdown menu with "LEP Eligible" selected. Below this, there is a table with columns for "Service Type", "Title I Part C Only", "*LEP Assess Date", and "Enroll Cor Only". The "Service Type" column lists various categories: Bi-Nat'l, Counsel, FLEP, FM, Homeless, Immigrant, NPFS, PFS, PFS-M, Sec 31-a, and Sec 41. The "Title I Part C Only" column lists: Any Inst Svcs, Math Inst Svcs, Read Inst Svcs, Credit Accrual, Counsel, Support Svcs, and Referred Svcs. The "*LEP Assess Date" column has a dropdown menu with "No" selected. The "Enroll Cor Only" column has a dropdown menu with "No" selected. To the right of the table, there is a box labeled "*LEP Eligible Test Date" with "Update" and "Cancel" buttons below it. The entire form is enclosed in a blue border.

*Service Type	Title I Part C Only	*LEP Assess Date	Enroll Cor Only
Bi-Nat'l			
Counsel			
FLEP			
FM			
Homeless			
Immigrant			
NPFS			
PFS			
PFS-M			
Sec 31-a			
Sec 41			

*LEP Eligible Test Date

Update Cancel

Enrollment Tab, continued

LEP Eligibility Reporting

K-12: Ensure that the student was initially screened and that eligibility was determined. If so, check “yes” if eligible according the EEP and note the date of assessment.

If the date of assessment is unknown, put today’s date and make a note in the comment box. This is the assurance that the district has followed the appropriate procedures.

If the child did not qualify as Limited English Proficient according to the EEP, check “no” and make a note with the testing date in the comment box that the child was not eligible and include assessment detail.

Enrollment Tab, continued

LEP Eligibility Reporting

P0-P5, PS: Preschool (PS) students enrolled in a district program should follow the guidelines for K-12 noted above and in accordance with the EEP.

P0-P5 children *not enrolled in a district preschool* are considered LEP eligible if the home language survey is other than English.

Districts code P's as LEP eligible yes, with the testing date of today. No W-APT screener administration is required in accordance with the EEP since these students are not in K-12.

Enrollment Tab, continued

LEP Eligibility Reporting

OSYs: MEPs may code these students as LEP eligible based on expressed need for English language support by the parents or student, off-the-shelf language proficiency testing, or history of LEP eligibility from MSIX or MEDS.

If the child enrolls in a K-12 program, the EEP is applied.

Enrollment Tab, continued

LEP Eligibility Reporting

Examples –

P2 – child is in a bilingual home – LEP yes; today's/enrollment date

1st grade – child's home language survey in district is Eng/Span; it is child's first enrollment in the school; the Entrance and Exit Protocol is followed and W-APT (WIDA) is administered. Child scores 3 on W-APT and is below grade level in reading and math. Child is LEP yes and date is the date of W-APT assessment.

Enrollment Tab, continued

LEP Eligibility Reporting

Examples –

3rd grade – child was previously LEP and didn't exit LEP services. Child re-enrolls with district. LEP yes – date is the date of last assessment W-APT, full WIDA or previous ELPA.

OS – child is dropped out, somewhat bilingual, and tells recruiter he/she would like ESL – LEP yes; today's/enrollment date

Data Quality Report:

This new report is titled LEP Eligible is No. Students appear on this report if a language other than English is indicated on the child data tab, the LEP Eligible field on the enrollment tab is “no” and the child is not coded as FLEP (Formerly Limited English Proficient).

Students on this report need to have LEP information added to the Enrollment Tab fields.

Approval Tab.

COE Number:

Action Date:

COE Status:

Approval User:

Status Reason:

☐ By checking this box, I certify that the changes requested for student name, birth information and/or language have been made in MSDS. Falsification of certification will result in access to MEDS being revoked. This checkbox will become blank upon MDE approval of COE.

PLEASE PUT COE NUMBER
ON ALL DOCUMENTS YOU
EMAIL OR FAX TO US.

Approval Tab, continued

- Please use approval box to let us know what changes you have made.
- **Example:**
changed enrollment date? Add comment w/ name of student to the approval box.

Approval Tab, continued

- If making a change in name, birthday or birth location –
 - You MUST check the box at the bottom of the page verifying that you have made the change in MSDS. Send a PDF of the appropriate documentation to your MiMEP COE Approver.
 - Once you send COE to director, you are no longer able to check that box.
 - If you forget to check the box, then MiMEP COE Approvers MUST have both the BC/other legal document and an MSDS screen shot that verifies the change has been made.

Approval Tab

- Approval box should be communication between directors/data entry and MiMEP COE Approvers ONLY.
Comment box stays with the student's information.
- “I fixed Danielle’s Ps”, goes in **approval box**.
- “Student retained in grade 5 this year”; “Student moved to new address”; and “Student is attending our district on Schools of Choice” (our personal favorite!) are all added in the **comment box**.

What's your box?



Hint.....

**PUT COE NUMBER ON ALL
DOCUMENTS YOU EMAIL
OR FAX TO US.**

Further questions?

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